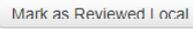




## Work a Case Entirely from a Workflow

Events that fall under case prioritization, can be worked entirely out of one workflow – the LOCAL - Lab Results Required workflow and assigned to the State.

1. Open your LOCAL- Lab result review required workflow [LOCAL - Lab result review required](#) and select an event.
2. Click on the Persons tab  and ensure the address is completed properly, including the county. Update as applicable.
3. Click on the Event Data tab  and select the Administrative package .
4. In the investigation Trail, add your LHD group and Save.   
This clears the event from your [LHD Acknowledgement Needed](#) workflow. ## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)
5. Update the fields in the Clinical and Risk packages for cases with no follow up (cases not prioritized). [Completing and Reporting Cases with No Follow up to State](#)
6. Return to the Administrative package / Investigation Trail and assign the event to the State. This removes the event from your [Event Classification status: 1. Original Assignment](#) workflow.
7. Last step is to remember to return to the [LOCAL - Lab result review required](#) and check the box next to the event you just worked  and then click the button .



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